Commonwealth Information Security Council
December 17, 2007
12:00 -2:00 p.m.
Commonwealth Enterprise Solutions Center
Summary

COV IS Council members attending:

Mike Garner (Tax)	Goran Gustavsson (APA)
Michael McDaniel (VRS)	Robert Jenkins (DJJ) - telephone
Aaron Mathes (OAG)	John Palese (DSS)
Shirley Payne (UVA)	Steve Werby (DOC),
Cathie Brown (VITA ex-officio)	Peggy Ward (VITA ex-officio)

COV IS Council members absent:
Marie Greenberg (SCC)
John Karabaic, DMAS (sent Theresa Fleming to represent him)
John Willinger (DMHMRSAS)

Also attending: Maria Batiste (DMV) and Tripp Simms (VITA).

Data Removal Standard, IT Personnel Security Guideline – Cathie Brown, VITA

Cathie reported the Data Removal Standard is currently out for review and comment on the On line Review and Comment Application (ORCA). Changes made to the Standard included verbiage for handling data for recovery and how to physically destroy data storage items. Tripp Simms also advised on NIS standards in relation to this topic. The IT Personnel Security Guideline is also out for review and comment on ORCA. The thirty-day comment period for both documents may be extended through mid-January because of the holiday season. Once each comment is answered and reviewed, there is an additional three-week period before the document is finalized. Steve Werby questioned whether the process for background check information could be shared between agencies, for employees with responsibilities for more than one agency. Peggy informed that this information cannot be shared between agencies, but the knowledge that an employee passed a background screening can be shared, although some agencies have different standards for passing a background investigation.

BIA Template – Peggy Ward, VITA & Cathie Brown, VITA

A Business Impact Analysis (BIA) Template based on a VITA BIA was shared with the Council. Peggy and Cathie asked Council members to review this template and provide any feedback to improve that template or provide any other BIA template they think is better. The final template will be shared with the Virginia Department of Emergency Management (VDEM) to be included in the COOP if VDEM would like to do so. Aaron noted there should be standards that are more consistent across the Commonwealth, which would be particularly helpful to small agencies. Shirley suggested agencies should also consider the impact on other agencies within the BIA, and a signature should be required to allow for accountability. A soft copy of the BIA template will be send to all Council members. John suggested an introductory paragraph be added to the document providing a context for the document and explaining what is expected, why this needs to be done, and who is responsible. Aaron and Mike will work to formulate a common definition for risk assessment threats, regardless of the cause of events.

Security Survey – Peggy Ward, VITA

Peggy reported that the Security Survey was sent out on Friday afternoon. Three agencies reported some difficulty accessing the link. One agency experienced a broken link within the

email; Peggy resent the link, resolving this issue. Another agency had trouble accessing this link and the ISOAG registration, therefore, the difficulty is likely related to another problem. The third agency also sent an email citing trouble with the link, but did not provide any further information. Michael confirmed he had John Palese's survey results. All surveys are due to be returned by January 4th, allowing for initial review and analysis at the January IS Council meeting.

Customer Council Work Plan — Peggy Ward, VITA

The action items within the Customer Council work plan are based on those on each committee's webpage. Committee members were asked to review this document and report any changes to Kelly with a copy to Cathie and Peggy. Changes will be updated on the work plan and also on the website.

Encryption Committee Report - Michael McDaniel, VRS, John Palese, DSS, & Steve Werby, DOC

John Palese noted the Guardian Edge Plus has already been selected as the standard for hard disk encryption for those executive branch agencies receiving services from the IT Partnership. Peggy agreed that is the case but stated that the Committee could make decisions in areas such as encryption of data in motion, email encryption, and mobile storage device encryption (USB, cd, etc). John indicated that the cost of the Guardian Edge service offering was of concern and Peggy state the Committee could work with the IT Partnership on the cost issue because this topic is likely to be revisited by the Partnership and it is within the scope of this Committee to make suggests for future offerings.   Steve reported the Encryption Committee had been focused on survey questions and will be discussing their next topic at today's meeting.

Identity and Access Management Committee Report - Mike Garner, Tax

Mike reported they were also working on survey questions. The Committee also met two weeks ago to discuss the draft Trust Model based on New York State's model. Some sections were removed and methodology was revised. The draft document should be completed by the end of the month, and the Committee will then present it to the IS Council. Peggy will send Mike the information for the contact person from New York. The Committee is waiting for the survey results to determine how to proceed with the requirements for the Gap Analysis.

Small Agency Outreach Committee Report - Rob Jenkins, DJJ, Goran Gustavsson, APA & Aaron Mathes, OAG

Rob reported he is looking into a way to allow state employees to take on additional duties (ISO for smaller agencies) and be compensated as an additional responsibility as an increase to their current salary. He has not inquired with DHRM about this possibility. Peggy added DHRM is standing up the Multi-State Information Sharing and Analysis Center's Security Awareness Training that will be available to all agencies at not cost through the Knowledge Center. A presentation on this tool will be made at the January 8th ISOAG meeting. The tool is lacking a policy vault, which is available in MOAT training but the training is more robust. The Knowledge Center database is populated from the Personnel Management Information System with employees. Mike Garner said he will look into the knowledge center at TAX to see if contractors have access.

Making IT Security an Executive Management Priority Committee Report - Shirley Payne, UVA

Shirley reported the Committee is going to post a form that will solicit effective practices for making IT security an executive management priority on their webpage. She also suggested opening this up to all effective IT security practices. The Council agreed, and Shirley will provide a sample form for submitting these practices. The Committee will review the practices to ensure their effectiveness. Shirley also stated the Committee would like to highlight agencies within each Secretariat for outstanding security programs, and encourage other agencies to follow these

practices. Peggy noted that while VITA has data points for agencies to meet, it might be difficult to determine which agencies should be recognized but acknowledge the value of noting positive steps. Shirley also said the Committee will be posting white papers and research on executive security awareness, and asked Council members to pass along any documents on this topic.

MS-ISAC Portal - Peggy Ward, VITA

Peggy reviewed the portal and the COV compartment including the secure messaging, library, finding users, and Community Administration sections. Within the Virginia compartment, the Commonwealth does not have control over who is allowed access into this area as there are about nine members of New York State and US Cert who have access to administer the portal. The Council did not want to pursue this option as a secure center for the COV. Peggy, Cathie, and Tripp will meet to discuss designing a portal specifically for COV secure messaging. Shirley will provide information on the tool used by UVA for secure messaging.

IS Council and Committee Pages Feedback – Peggy Ward, VITA & Cathie Brown, VITA

Steve noted a link should be available on all pages to allow the user to return to the IS Council homepage. Peggy suggested adding the How You Can Help section to all committee pages (it is on the Encryption Committee page now). The Small Agency Outreach Committee will provide Kelly with an update of its deliverables for the website and work plan.

Confidentiality of Agency Information – Maria Batista, DMV

Maria reported this language isused at DMV for all of their contracts. Marie Greenberg expanded on the last item in the document for the Council meeting. The document will be sent out electronically, and all Council members were asked to provide feedback.

Policy Enforcement - John Palese, DSS

John Palese inquired as to whether the Partnership has any software for policy enforcement. Peggy stated this is not currently part of the service offerings, but is likely to be pursued in the future. She also added this Council can help to specify the necessary requirements for this. Steve suggested using the survey as a tool to better understand these requirements. Aaron noted OAG uses static IP addresses, but that this is not a manageable option for all agencies. This will be added as a standing item for future Council meetings. Peggy, Cathie, and Tripp will inquire with the Partnership to allow for a presentation on this topic at a future Council meeting.